Guide on how to Run the Code!

MAKE SURE ALL THE EXCEL FILES AND CODE ARE IN ONE FOLDER LOCATED ON YOUR DESKTOP!!! (Remember the Folder Name!)

MAKE SURE ALL THE EXCEL FILES ARE CORRECTLY FORMATTED WITHOUT SPELLING ERRORS

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Only needs to be done once on a laptop!!

- Open Microsoft Store

- Search Python

- Download the latest version available (Highest Number)

- Go back and search for Windows Terminal

- Download Windows Terminal

- Open up Terminal and type in "pip3 install openpyxl"

- Restart laptop (Sometimes Necessary)

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Step 1. Step Up "rolespplneeded" excel file with the roles and number people needed and with stations ready

for later. Edit "runforroles" if needed

Step 2. Get the people that have clocked in from FCLM ASAP

- Download the file and name it as "tdyatt" and change the format to Excel Workbook

Step 3. Run the python code on the terminal

- cd Desktop

- cd "foldername"

- python3 ibrolerun.py

Step 4. Open the "runforrole" file and SORT BY ROLES

- copy and paste all the columns that are needed into "scanforrole" file

Step 5. In the "scanforrole" file edit any roles that you need to a more specific area

- copy and paste the stations you had prepared before shift

- MAKE SURE THAT YOU EXCEL SHEET DOESN’T GO TO THE NEXT TAB AFTER

HITTING ENTER

* “File” -> “Options” -> “Advanced” -> “Unselect ‘After pressing Enter, move selection’”

Step 6. Start letting people scan, if they don't have a role put them aside to a manager to fill backlog

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\*\*\* MORE IN-DEPTH EXPLANATION

Get all files needed ready into your correct folder that is named properly on your desktop

Step Up "rolespplneeded" excel file with the roles and number people needed and with stations ready

for easy copy and paste usage later. Also edit "runforroles" file for what people you want to pre-assign a role

- remember to put an "x" next in exclusions if you pre-assign a role

Get the people that have clocked in from FCLM ASAP. Start retrieving the data as soon as it hit 7 AM or 7:01 AM

- Download the file and name it as "tdyatt" and change the format to Excel Workbook

- MAKE SURE IT IS NAMED PROPERLY AND IN THE RIGHT FOLDER

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Open up Windows Terminal

Now we want to move to the folder of the files so type in the following commands:

- "cd Desktop" then hit TAB and then hit ENTER

- next type in "cd 'the foldername'" then hit TAB and then hit ENTER

Now that we are in the folder directory we can run the program using the command:

- "python3 ibrolerun" then hit TAB and then hit ENTER

The code should now run and do as follows! Make sure the excel file is named "runforrole" and

that the file has the correct format. When running the code do NOT have the excel sheet open else

code will not run!

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Follow the steps given on the screen.

If it is the start of shift then type in "Y" when prompted or if it is for after lunch then

type "N"

If you type "N" the code should be done and the rotations are complete and you can open the excel sheet

If you type in "Y" is will ask if you want to reset the decant hours. You can say "Y" or "N" for the answer

REMEMBER: the code is case sensitive else it will not run properly!

IF ANY ERRORS COME UP WHILE RUNTIME, CLOSE THE TERMINAL, MAKE SURE THE EXCEL FILE IS CORRECT AND PROPER NAME,

RESTART THE TERMINAL AND PROCEED FROM STEP 1!

When done you can transfer the needed information from "runforrole" excel sheet to "scanforrole" excel

sheet.

DO NOT MAKE ANY EDITS IN THE "runforrole" SHEET, ALL EDITS SHALL BE DONE IN "scanforrole"

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Set up the laptop with the TV and ready to be scanned in by associates

If there are multiple computers send a list of all the scanned in people and pasted them into the

"comparinglists" excel sheet and run the macro. The people highlighted didn't scan their badge!

Make sure you had "scanforrole" scanned tab all cleared before use!

Everything should be done! Make sure everything is saved and ready for next time use!

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IF YOU EVER NEED TO ADD A NEW ROLE TO BE ADDED TO THE LIST:

Step 1: Type in "Idle" and open it

- this should've been installed with python when you downloaded it before

Step 2: Open the ibrolerun.py file by clicking "File" -> "Open" -> "ibrolerun.py"

Step 3: Add the new role to the list of roles (lst = [...])

- remember to follow the syntax else code will not work

- if this role is a role that requires only trained people, add it to the "priolst = [...]

as well

